



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1610.1
N15

COMSC INSTRUCTION 1610.1

Subj: MILITARY PERFORMANCE EVALUATION AND COUNSELING

Ref: (a) BUPERSINST 1610.10

Encl: (1) N00/N01 Active Duty Officer Fitness Report Process
(2) N00/N01 Reserve Officer Fitness Report Process
(3) N02 Active Duty Evaluation/Fitness Report Process

1. Purpose. To publish guidance on performance evaluations and counseling for Military Sealift Command.

2. Background. Reference (a) is the Navy guidance on the performance reports program. This instruction designates reporting seniors, senior raters, raters, and delegation of reporting seniors and their responsibilities.

3. Reporting Seniors

a. Commander, Military Sealift Command (COMSC) will be the reporting senior for all Captains/Colonels assigned to Military Sealift Command Headquarters (MSCHQ), Commander, Sealift Logistics Command, Atlantic (COMSEALOGLANT), Commander, Sealift Logistics Command, Pacific (COMSEALOGPAC), Commander, Sealift Logistics Command, Europe (COMSEALOGEUR), Commander, Military Sealift Command, Far East (COMSCFE), Commander, Military Sealift Command, Central (COMSCCENT), Liaison Officers, Force Master Chief, his personal staff (Flag Secretary, Flag Aide, and Flag Writer), and any adverse officer fitness reports.

(**Note:** Fitness Reports/Evaluations previously signed by COMSC during the last reporting period will continue to be signed by COMSC until either the reported on individual departs or the current COMSC departs).

b. The Vice Commander, Military Sealift Command, (VCOMSC) will be the reporting senior for her Flag Writer.

c. Chief of Staff will be the reporting senior for the following MSCHQ evaluation reports:

(1) Any report that withdraws a recommendation for enlisted advancement after advancement authorization for the member has been received.

(2) Adverse enlisted reports (any trait that is marked 1.0).

(3) Reports on enlisted personnel marked "Progressing" and do not recommend advancement but are submitted after all other prerequisites to compete for advancement have been met.

(4) Special reports on enlisted personnel submitted for meritorious performance or recommended for an officer-commissioning program.

(5) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

(6) Officers and enlisted personnel without a military (06) Directorate Head.

(7) All officer fitness reports and enlisted evaluation reports for Naval Reserve personnel assigned to MSCHQ, without a military (06) Directorate Head, while performing Annual Training/Active Duty Training/Active Duty Special Work (AT/ADT/ADSW).

d. Military (06) Directorate Heads will be the reporting senior for officers and enlisted personnel under their direction.

4. Delegation of Reporting Senior Responsibilities. When the officer reported on is a captain/colonel, and the reporting senior is a captain/colonel in the same competitive category, the report must be endorsed, and may be commented on, by the first flag/general officer or selectee in the chain of command, or other flag officer designated for this purpose. The endorsement is not required if the report is Not Observed (NOB) or if the reporting senior is a flag selectee. Under the authority granted in reference (a), the following officers are designated as Delegated Reporting Seniors with reporting responsibilities as follows:

a. Force Medical Officer (N00M) is responsible for reporting on Medical Officers assigned to COMSEALOGLANT, COMSEALOGPAC, and COMSCFE.

b. Commander, Military Sealift Command, Far East (COMSCFE) is responsible for reporting on MSCFE DET SINGAPORE Chaplain.

c. Commander, Sealift Logistics Command, Atlantic (COMSEALOGLANT) is responsible for reporting on MSCLANT DET NORFOLK Chaplain.

5. Senior Raters and Raters. Evaluation reports on E-6 and below requires the signatures of a rater and senior rater, when available. This policy ensures senior enlisted and junior officer supervisors are aware of the contents of the report. Departmental raters and senior raters are designated below:

PAYGRADE	RATER	SENIOR RATER
E1-E6	LCPO	DIVISION OFFICER

(**Note:** If no one is available to serve as rater and/or senior rater, type **NONE AVAILABLE** in place of signature.)

6. Mid-term Counseling and Periodic Reports Schedule. Members will be counseled, by their immediate supervisors, at the mid-term point of the performance period and debriefed for periodic reports. Counseling may not be delayed without reason. Additional guidance on performance counseling and regular reports may be found in annexes C and D of reference (a).

7. Responsibilities

a. The Director, Military Personnel and Security (N15) will:

(1) Retain copies of reports on E-9 and below for two years.

(2) N15 will advise on preparation and submission of Fitness and Evaluation reports on the Staff of MSC, for Program Management Offices, MSC Area Commanders and for MSC Liaison Officers.

b. The Flag Secretary (N002) will provide a tickler listing the fitness report/evaluation schedule.

c. Military Directorates will:

(1) Provide draft reports to N15, per enclosure (1), 50 days before the end of reporting period. The folder shall include the proposed report, a copy of last report from current command (Officers only: If last report was signed by a different reporting senior, a copy is optional), diskette (email will suffice), and any other pertinent information.

(**Note:** The comment block should not be more than 18 lines.)

(2) The Command Fitness Coordinator is required to submit the latest Physical Fitness Assessment (PFA) score to MSCHQ's Command Fitness Coordinator for validation of block 20, Physical Readiness.

/S/

D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B, C, D)

SNDL	41B	(MSC Area Commanders)
	41D	(MSC Offices)
	41E	(APMC)
	41J	(OICMILDEPTs)
	41K	(COMAPSRON FOUR)
	41L	(COMPSRONs)
	41M	(TAGOS Project Office)